



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea Guzzetta
Director

TITLE: RECEPTIONIST - BILINGUAL (Provisional* Appointment)

SALARY: \$31,619 annually

LOCATION: Monroe County Department of Human Services - Child Support Unit
33 North Fitzhugh Street, Rochester, NY 14614

JOB SUMMARY:

This is a clerical position which involves responsibility for receiving office callers and performing a variety of routine clerical duties requiring a moderate degree of decision making. The work involves answering phones, directing visitors, and processing related paperwork and is performed in accordance with well-defined objectives, policies and procedures. **Employees are required to translate and interpret conversations, written material and standard forms from English to Spanish and Spanish to English and converse with Spanish callers or visitors.** The employee works independently under direct supervision from, and reports directly to, a higher-level clerical employee or administrator. Supervision of others is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Two (2) years of full time or its part time equivalent paid clerical or office experience; OR,
- (B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Secretarial Science; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: College level training in other than clerical or secretarial science area cannot be substituted for any work experience.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Posting Date: August 17, 2021

Posting Deadline: August 31, 2021

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.